



# City of Tempe

## DEPUTY MUNICIPAL UTILITIES DIRECTOR – FIELD OPERATIONS

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	027	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$112,789
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$152,265
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the Municipal Utilities Director.

Exercises direct supervision over assigned staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of professional experience providing oversight and/or management-level administration of business/field operations, either in the public or private sector and three years of supervisory experience. The preferred areas of experience include fleet operations, municipal asset/infrastructure management or solid waste services.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major coursework in public or business administration, or a degree applicable to the functions of this position. A Master's Degree is desirable.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To recommend, develop, plan, implement and align the division's goals and objectives with those of the Municipal Utilities Department; recommend and administer division policies and procedures; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative assistance and serve as a technical advisor to the Municipal Utilities Director related to

the assigned areas of Field Operations. The Field Operations Division consists of Fleet Services and Solid Waste Operations.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City's safety procedures at all times.
- Provide the Municipal Utilities Director timely and relevant information necessary to make strategic decisions in the important aspects of Field Operations' program areas.
- Develop, plan, and implement division goals and objectives in concert with department goals and objectives; recommend and administer policies and procedures.
- Act as a lead in the annual development of a strategic management program to align program activities with the Department, City and City Council strategic priorities by completing and linking the business plan, service standards and development plans and performance report; coordinate division activities with those of other divisions, departments and outside agencies and organizations; provide staff assistance to the Municipal Utilities Director; prepare and present staff reports and other necessary correspondence.
- Manage the development of the division's work plan; assign work activities; projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the division's budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments; prepare, administer and monitor related financial systems.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Serve as a technical advisor to the Municipal Utilities Director, Deputy City Manager, City Manager and/or City Council on projects related to assigned program areas; develop and prepare recommendations and technical reports for both the City Council and city departments; make presentations to the City Council as required.
- Present a professional and knowledgeable image in representing Tempe to citizen groups, local business members and various state and regional regulatory and resource management agencies.
- Manage, direct and organize a diverse and proactive program of services including fleet and solid waste services.
- Recommend, review, and coordinate the preparation of capital improvement plans and procurement of capital projects, operating budgets and grant activities related to the assigned services. Facilitate and monitor financial rate analyses and make recommendations to establish rates for solid waste services.
- Manage the evaluation, selection and administration of outside consulting contracts; evaluate and prepare recommendations regarding the retention of consultants.
- Facilitate long-range planning and future maintenance activities.
- Monitor legislation to ensure compliance with federal, county and local laws and regulations.

- Respond to and resolve difficult and sensitive citizen inquiries, requests and complaints.
- Directly prepare related studies, reports and recommendations; and administer a comprehensive program for assigned areas.
- Manage the preparation of agenda items for the City Council, council committees and boards and commissions.
- Coordinate, contribute and use best management practices.
- Provide pro-active performance planning utilizing performance management tools.
- Provide leadership for employees in team building, responsible decision making and problem solving.
- Select, train, motivate, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Maintain effective and consistent one on one dialogue with staff on a regular basis; provide strong leadership by example in ensuring all managers and supervisors actively engage their employees to outstanding performance.
- Directly and consistently address performance by rewarding good performance and if necessary progressive discipline for poor performance.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Maintain effective and productive relationships with both supervisory and non-supervisory labor groups.
- Respond on a 24 hour basis to manage emergency situations.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Work alone for extended periods of time;
- Operate computers and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours;
- Climb stairways, ladders and work on elevated structures;
- Traverse uneven surfaces;
- Traverse considerable distances during workday with or without and accommodation;
- Work outdoors in inclement weather;
- Exposure to heat, cold, dampness, dust pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective July 2002*

*Revised Jan 2007*

*June 2010 (due to department consolidation and reorganization: job title, reporting relationship, duties and MQs)*

*Revised Nov 2010 (Removed driver's license requirement)*

*Revised Dec 2010 (Title change)*

*Revised Dec 2015 (Job duties, MQs)*

*Revised May 2019 (PW reorg – retitled and moved to Municipal Utilities Dept.)*

*Revised Oct 2019 (MQs)*